



Let's get to **work.**



Why ProSearch?

ProSearch has been Maine's leading recruiting firm since 1994. While the majority of our searches are for Maine based opportunities, our reach is national and we have a demonstrated ability to locate leadership talent from various industries. We would welcome the opportunity to work with the Search Committee for Casco Bay Island Transit District as you look to replace your General Manager. This critical role within the organization is an exciting opportunity for a firm that prides itself on helping to build Maine based organizations through identifying and attracting leaders. Our team also values supporting Maine based non-profits through financial support and Board participation. We only accept search assignments if we know we can be successful, we look forward to learning more.

ProSearch Recruiting Team

Mary Libby Director, Recruiting Services/Co-Owner

Mary, a Maine native, joined the ProSearch team in 2004 and has led the Recruiting Services Team for several years. Acting as a trusted consultant to her clients, Mary has led recruiting efforts at all levels to meet her clients' needs, searching locally and nationally for top talent. Prior to joining ProSearch, Mary worked at UNUM as a Corporate Recruiter. She has a bachelor's degree in Psychology from the University of New Hampshire.

Dana Woodbury Senior Recruiter/Co-Owner

Dana joined ProSearch in 2013 as a recruiter and handles a wide range of local, regional, and national search assignments. Prior to joining our team, Dana spent time as a Corporate Recruiter for a fast-growing advertising agency and as a Recruiter/Researcher for a prominent Maine-based recruiting firm. Dana graduated from Keene State College.

Matt Klepinger Recruiting Coordinator/Researcher/Co-Owner

Matt joined the team in 2022 and works on the temporary staffing team at ProSearch helping to identify new candidates, reaching out to engage with candidates, and assisting in their job search.

Matt is a Maine native and graduated in 2018 from Lafayette College where he majored in German and Economics. Prior to ProSearch, he worked at a local Portland business management consulting group and a nationwide bank within their loss mitigation department.

Recent Leadership Placements

Maine State Chamber of Commerce - CEO

Mid Coast Hunger Prevention Program – Executive Director

Morrison Development Center – Executive Director

Geiger – VP of Finance

United Way of Mid-Coast Maine – Executive Director

Portland Trails - Executive Director

Maine & Company – Director of Partnerships

Portland Public Library – Human Resources Director

MEMIC – CHRO

Tedford Housing – Executive Director

Spectrum Healthcare Partners - CFO

Our Methodology and Game Plan

- The ProSearch Team will meet with Casco Bay Island Transit District's search committee and other stakeholders to understand the organizational needs and culture, as well as opportunities and challenges the hired candidate will be tasked with tackling. This will help to identify what is required for the role now and into the future. We know establishing candidate criteria beforehand is essential to a successful outcome.
- We seek to understand and gain agreement on:
 - CBITD's history, present standing, and future
 - The organization's Strategic Plan
 - Focus and goals of the open position – immediate, six months, one year, five years...
 - Roles, process, and timeline for the recruitment process
 - Viable candidate profiles
 - Unique challenges (story, managing candidates with ties to the organization)
- With an understanding of the business need and agreement on the profile desired, we develop a recruitment plan
- Our goal is to develop a diverse pool of candidates through research, networking, recruiting, marketing, and referrals
 - Research and develop a target list of networking and candidate profiles
 - Marketing (approved by search committee): ProSearch website, job boards, relevant association publications/websites
 - Online resume databases: ProSearch has highest level of access to all relevant databases as well as LinkedIn
 - ProSearch network and database built and curated over 30 years
 - Activating any direct referrals provided by CBITD as applicable
 - All candidates contacting CBITD directly will be referred to ProSearch for consideration

Candidate Assessment

As a result of our research and outreach, ProSearch will...

- Provide CBITD a complete candidate summary/write-up and resume/bio for each candidate recommended for a client interview.
- Provide Interview Guidelines and Questionnaires to CBITD if desired.
- Coordinate and schedule candidate interviews with various stakeholders. It is at the discretion of the CBITD as to whether a ProSearch member should be present for these interviews.
- Develop a comparative evaluation of presented candidates with CBITD Search Committee.
- Complete reference and background checks on selected finalist(s).
- Offer negotiation and presentation to candidate after discussion and approval from CBITD.

Fees

All recruiting fees are contingent upon ProSearch completing a successful search process, which results in the hiring of a candidate referred to CBITD or the hiring of any identified internal after the completion of our work.

For our services, CBITD will pay ProSearch a fee equal to twenty-five percent (25%) of the annual base salary, exclusive of any benefits, incentive compensation or signing bonus of the candidate hired. The fee shall be due and payable within thirty (30) days following the first date of employment of the candidate if ProSearch has submitted an invoice for payment. The fee is the sole compensation that CBITD will pay to ProSearch. All possible candidate travel expense(s) will be preapproved and the responsibility of CBITD.

RECRUITING SERVICES GUARANTEE:

If an employee placed by ProSearch terminates employment with CBITD for any reason within 90 days, Pro Search will credit or refund 100% of our fee

- If your employee resigns voluntarily.
- If your employee is discharged for inability to perform the duties for which he/she was hired if our invoice.
- If our invoice is fully remitted.

* We do not anticipate any potential candidate conflict of interest in conducting this search.